



# COUNTY OF BAY

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## REPORT TO THE COUNTY EXECUTIVE FIRST QUARTER, 2005

### ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 1st quarter of 2005:

- Filled the vacant position of Information Systems Director. Robert Super began his duties as Director of the Information Systems Division for Bay County on January 3, 2005. Mr. Super has a Masters degree from Saginaw Valley State University, and extensive experience in the various aspects of Information Technology processes.
- Participated in the interview and selection process of Bay County's new Community Health Department Director, Barb MacGregor; the Public Health Clinical Services Division Manager, Joel Strasz; and the Health Department's Maternal and Children's Services Manager, Marilyn Laurus.
- Implemented the staff training for the SunGard Precovery System software. An Incident Management Team was formed; several training sessions have been held in the MSU computer lab; and we are formulating a Business Recovery Plan which would provide immediate response and subsequent recovery from any unplanned business interruption. Brian Dick, from the MSU Extension office, traveled to Philadelphia last year to receive the necessary software training. He is sharing that information with staff. We are in the beginning stages of compiling this county-wide plan.
- Transferred the Animal Control Division to the Health Department as of February 24, 2005.

- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; policy steering group meetings; USWA meetings; and homeland security grant meetings.
- Attended Mid-Michigan Community Foundation meeting and the State of the Community Luncheon where County Executive Tom Hickner was a key speaker.
- Attended the monthly Juvenile Home Core Team meetings.
- Facilitated the Local Planning Team meeting; attended the Citizen Corps Council meeting at the Red Cross; and participated in an Exercise Design meeting at the Red Cross.
- Attended the 3-day annual Michigan Association of Counties legislative Conference in Lansing.
- Submitted and received Board approval for a 1-year renewal agreement for the Operation of the Educational and Governmental Access Channel on the Charter Cable Television system.

### **Buildings & Grounds Division**

- Plowing, Snow Removal and Salting at Center Ridge Arms, Central Library, LEC, Health Department, 911, County Building and related lots, Juvenile Home, Community Center, Fairgrounds, Boat Launch, and Euclid Linear.
- Plastered Commissioner's Lavatory—4th Floor County Building.
- Removed and reset marble veneer in hallways in County Building.
- Built and installed shelving for ISD.
- Moved DOA employees to County Building, included moving phone, FAX lines, internet connections/modems, and furniture.
- Painted room in Register of Deeds.
- Moved records from County Building to new Records Storage.
- Moved 30 pallets of records from Corrigan's to new Records Storage Building.
- Unloaded 20 pallets of voting machines throughout the townships.
- Plastered ceilings at LEC.
- Constructed new waiting area benches at Circuit Court.

- Court Facility–3 Jury Rooms, Large Break room, and 6 bathrooms were painted.
- Judge Caprathe’s entire office painted.
- Installed furnace at Pinconning Health Clinic.
- Constructed and painted easels and stands for the Civic Arena.
- Put docks in for Boat Launch.
- Installed new programmable thermostats at Canteen.
- Tested, charted and turned in 2004 Annual Back Flow Preventer Test Reports.
- Set walls & trusses for roof, built walls and completed roof on Animal Control Incinerator.
- Installed three (3) benches at Animal Control
- Installed key safe at Animal Control–west side of building.
- Repaired two (2) kennels.
- Completely removed old sinks and toilets and installed six (6) new stainless steel combination sink/toilets at Juvenile Home. Changed all drain lines and water supply lines. Installed all new pneumatic controls and valves. Repaired walls and touched up paint. Saved over \$12,000 by doing job in-house.
- Remodeled Shower rooms at Juvenile Home--scraped, primed and painted. Two new shower doors were also painted.
- Increased security on the fenced area at Juvenile Home.
- Repaired bathroom shower leak at Auburn Home.
- Auburn Home shower area repainted.
- Replaced spout on tub and worked on plumbing at Fisher Road Home.
- Pinconning Park is now listed in the Association of RV Parks and Campgrounds in Michigan and we have been receiving registrations and questions about our campground from campers around Michigan.
- Cleaning up the grounds for the summer camping season at Pinconning Park.
- Repainting interior of bath house at Pinconning Park.

- Contacting several news media that will run stories on Pinconning Park.
- BayTV3 will be shooting a segment at Pinconning Park in the next week or two that will show our grounds, cabins, and boat launch to viewers.

### **Community Center**

- Held three (3) Wrestling Events with over 300 spectators per event.
- Christian Fellowship Basketball league concluded.
- Mens Basketball League concluded.
- Volleyball Leagues concluded.
- Held Pigeon Show with over 200 in attendance.
- Had over 10 different leagues throughout the county using our facilities for practice.

### **Information Systems Division:**

- A task force is being organized to begin the process of investigating the opportunity to replace the current financial system with a state of the art solution.
- Continue finalizing Disaster Recovery processes and procedures.
- Finalized and ordered Housing software - selected vendor, Housing Data Systems, HDS.
- Ordered and assisted with the installation of the County Clerk's voting system replacement, vendor- Election Systems & Software, ES&S.
- Installation of the Equalization software on our network.
- Selected a vendor, Net Source One, to monitor and provide a detailed proposal and solution for our Network capacity and performance issues.
- Reviewing Internet filtering tools to assist with monitoring of our network.
- Organizing meetings with the City of Bay City discussing the possibility and options of a collaboration of resources to reduce costs in areas of duplicate efforts/systems.

- Receiving bids to implement Homeland Security-Cyberterrorism grant funding.
- Developing ISD manual that will contain all procedures and pertinent information for readily available access by staff members. Examples are; vendor master contact information, ISD roster with contact information, network diagram, etc.

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## **Systems and Programming**

### Program Requests

Open requests	102 (18 with a status of Sunset)
Closed requests	51
New this quarter	32

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### Health Department

- Completed 10 program requests. Closed 7 program requests due to closure of Home Health.
- Administration. Order office supplies. Maintain minutes for department staff meetings. Cover Help Desk calls.
- SAMSA Health Department project.
- Close out Home Health and transfer Cost Share/Respite clients to Division on Aging.
- Family Planning statistics reports - new government reporting requirements.
- Local Health Department survey for the State.
- Miscellaneous Health department problems and questions.

### Financial Applications

- Completed year-end process
- Fixed Asset enhancements completed except for addition/disposal schedule testing
- Removal of Register of Deeds programs from AS400
- Various maintenance requests

- JIS/Probate court printing modifications
- Bi-weekly payroll duties
- Help desk duties
- Continue on A/P drain manual checks. - right now these checks are typed on the typewriter and information is enter on the system after. This can be changed, so that the information is entered first, then the checks could be printed on the laser printer. To meet with Kim and Josh after the first of April to show them what has been done.
- CUIT(component unit inter fund transfers) edit check on the journal entries, A/R and receipts was completed .
- Wrote documentation for the Treasurer's office on how to upload tax information from the CD to PC. Bangor township and the City of Bay City use to bring the tax information to us on tape. Then someone in ISD would go through the procedure of loading it on the AS/400 and transferring (down loading) it to the Treasurer folder/files. The last time Tim Jarema from Bay City came, he brought the data by CD. I found that this was a whole lot easier to transfer the data. Tim talked to Bangor to see if they could also place their data on CD. If the data comes on CD then the Treasurer's office could transfer the data from now on.
- Payroll journal documentation was completed.
- Eliminated numerical copy & voids from Purchase Orders.
- Under Budget line item detail.  
Print headings for line item detail, if there were no records.  
Added last year Budget line item detail, for selected activity to the menu.  
When selecting from the Budget line item detail from BGTMI, change it so that selecting a printer is mandatory. The default was the finance printer. By doing this it will eliminate them wondering where the report was printed.
- Corrected grant inquiry for cycles. This was not working properly when going back to a previous screen.
- Change so that the J/E recall's updates the short description at posting, and shows the latest entry instead of the first one.
- On the J/E tracking file inquiry, added option to inquire by just user and/or recall name.

- Change the Purchase Order entry to require that a department is entered, so when an open purchase order letter is done, that information is there. (Sometimes the department name was entered and sometimes it was not.)
- Completed for the Drain Office a couple of quick programs to help them with their Annual Report.

#### Technical Operations

- Completed installation of 39 state-funded PC's for District Court, District Court Probation and Probate Court
- Completed deletions, adds and moves of user accounts on network necessitated by retirements, new hires and transfers between departments
- Completed fixed asset inventory which was the first one in which ISD was responsible for accounting for all software applications.
- Completed conversion of District Court LEIN system to new Core Technologies MultiBridge Secure Tunnel and LGNET connection.
- Installed PC, printer and tax prep software at Riverside Center for program helping senior citizens prepare their income tax returns
- Ordered 4 PC's for ISD inventory stock
- Prepared software inventory list and downloaded to Excel format for Precovery Disaster Recovery plan
- Replaced 4 dying PC's in Administration with new PC's
- Installed Time Matters upgrade in Corporation Counsel
- Gathering data for ISD Vendor Master reference manual
- Prepped After-School Program PC's for return to FIA and had Maintenance deliver them
- Karen and Bob attended EasyWeb training
- Prep and install 3 former District Court PC's for Division on Aging
- Prepped 75 pieces of equipment for auction, prepared list, modified inventory and had Maintenance dept pick up and move to building to await auction

- Working with ID Networks, we made a connection with the State and are now sending fingerprints and mug shots to the Criminal Justice Information Services (CJIS) Division.
- Working with Amy Julian and New World Systems, we upgraded the RS6000 server and installed the CORE Multibridge software to connect with LEIN services., installed the new LEIN product in Central Dispatch, and the new LEIN product in the Bay County Records Department. Currently up and running without any problems.
- Working with Terry Doyle and LABTUD Technologies, we have implemented a bar coding system within the Evidence Property Room of the Sheriff's Office.
- After placing a PC in the Kitchen of the Jail, the cooks are now able to place supply orders over the internet.

### **Emergency Services Division**

This quarter has been very busy for the Emergency Services Division. We are continuing to purchase and distribute equipment purchased under the \$700,000 Homeland Security Grant. "All-hazard Emergency Alert Radios" have been distributed to our local schools. Special pricing was secured which allows Bay County residents to purchase these radios for their homes and businesses at a discounted price. (See Bay County's web site)

The Emergency Management Coordinator spoke at a conference in Detroit which dealt with security planning for our maritime port facilities.

Critical incident plans were created for each of the schools in Bay County. Tabletop exercises dealing with these new plans are being conducted throughout the local school district. Emergency responders now have access to critical information that will allow them to respond to a school emergency event in a safe and timely manner.

The Region 3 Bioterrorism Defense Network has very active this quarter, planning and enhancing the preparedness capability of our local hospitals and health departments. A new standardized credentialing and inventory tracking system is being looked at for Region 3.

ID cards for the new Fire-Trax Credentialing System are now being made for the County stakeholders.

This division has also revised the Warning Annex in the County's Emergency Operations Plan.



We have been working diligently with the business continuity planning team to develop our disaster recovery software

The Local Emergency Planning Committee (LEPC) has completed another plan under the Superfund Amendment Reauthorization Act (SARA).

Attended a Pipeline Group Workshop and received updates to all of the pipeline plans for pipelines located in Bay County

Our exercise team conducted an Exercise Planning Workshop and conducted one Seminar which dealt with our upcoming full-scale smallpox exercise.

### **Solution Area Planner**

The Fiscal Year 2004 Homeland Security Grant (\$672,993) . The LPT (Local Planning Team) met in March for an update on the projects that had been approved by the state and those that may need to be revised and reallocated. Status of projects:

- The Precovery System (business continuity system) training is taking place.
- Dive equipment has been specified has been approved and is being ordered.
- 70 mobile radios have been purchased and are in the possession of Anderson Radio, 29 have been installed for the Bay City Police Dept., 3 for the Sheriff, 2 for the Pinconning PD.
- 800mgh patch for 911 is in and is waiting for state programmer to come up.
- The all hazard radios are here and are being distributed. The schools have theirs and training has taken place.
- The Cascade Air Tank Filling System has been ordered.
- The Request for Proposal for the water system “target hardening” equipment has been distributed.
- The quarterly report for the FY2004 grant was submitted in January.
- The FY2003 Training grant and the Exercise grant have both been extended until July 31, 2005.
- The Citizen Corps Council(CCC) committee met in March. Gary Zulinske, Program Director was here in February for a pep talk to the committee and a meeting for the other stakeholders. Discussion was about forming Citizen Emergency Response Teams (CERT) in Bay County..

## **CORPORATION COUNSEL**

During the first quarter of 2005, the Department of Corporation Counsel participated in drafting, review, and interpretation of numerous contracts. Research was conducted concerning use of County property as a mooring site for a proposed naval ship museum. Considerable time was dedicated to drafting a request for proposals for a legal service provider to represent indigent defendants. Cooperation with the County Treasurer to select a vendor for tax reversion activities and liaison services regarding law suits against the County required considerable time. Legal services concerning individual retiree issues and review of investment manager contracts were performed for the Bay County Employees Retirement System.

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## **ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT**

### **Gypsy Moth**

During the first quarter of this year, the staff of the Gypsy Moth Program has been busy with the following activities:

Digitizing Maps of Spray Areas - Maps showing spray areas were refined and sent to the Michigan Department of Agriculture digitally for inclusion in the State Aerial spray bid package and environmental evaluation for threatened and endangered species. Hard copy maps will be generated from the digital files for use on spray day.

Notification of Spray - A list of property owners who have land in areas scheduled for spraying was generated from Equalization files and a letter notifying the owners of our intent to spray was sent to each via first class mail.

Eggs Masses were collected for winter mortality studies and to refresh our Reicher Mounts which show the development of the Gypsy Moth.

With the renewal and expansion of the millage language, program staff have begun working on a revised plan of work to include the Emerald Ash Borer and other invasive species.

### **Geographic Information Systems (GIS)**

- Conducted an introduction to GIS class for county and township employees.
- Finalized the contract and plans with *Kucera International Inc.* for the Spring 2005 Aerial Digital photography project of Bay, Midland, and Saginaw Counties.
- Work on collecting GIS data for the Hazard Mitigation Plan and

creating GIS maps for the plan analyzation.

- Miscellaneous GIS Mapping and Data Requests including:
  - School District maps for the County Clerk.
  - Located seniors attending the three northern Senior Centers for the Division on Aging
  - Created a display map for the Register of Deeds office.
  - Put together a map for analysis of available parking in relation to the new library for the library board.
  - Prepared a map of contaminated sites, oil and gas well, and other possible contamination sites for the Health Dept. -- Environmental Health.
  - Complied GIS data for the Little Forks Conservancy for an impervious surface study.
  - Other minor projects from small map production to GIS

technical help.

### **Transportation Planning**

- Submitted HPMS traffic counts and roadway data
- Received *RoadSoftGIS 6.0* training
- Travel Demand Model: sent MDOT Traffic counts and compiled Building & Demolition Permits to determine new and lost households from 2000-2005
- Environmental Justice Maps for TIP 06-07-08 and LPR 2027
- Updated the 2025 Transportation Long Range Plan (LRP) to the 2027 Long Range Plan which is currently in its public review stage.
- Assembled the 2006-07-08 Transportation Improvement Plan (TIP) which is currently in its public review stage.
- Started cooperative efforts with MDOT and other transportation agencies to compile a Bay Region Bike Map

### **Mosquito Control**

During the first quarter, Bay County Mosquito Control compiled a 2005 Technical Program Plan designed to detail surveillance activities and diverse treatments for the upcoming season. This plan was presented to the Mid-Michigan Technical Advisory Committee (TAC) on March 9, 2005.

Control materials for the 2005 season were ordered based on chemical bids submitted

by Valent BioSciences, Clarke Outdoor Products, Inc., Adapco, and Univar USA, Inc. Shipments of control materials have been arriving filling up our chemical storage area; however, the bulk of these materials (*Bti*) will be used during our aerial treatment program.

The 2005 Aerial Larviciding Contracts for spring treatment will be the same as last year, utilizing Reed's Fly-on Farming for fixed-wing and AgRotors, Inc. for helicopter treatment. Aerial treatment will commence approximately April 18, with a total of 30,000 acres being treated aially. Ground treatment will start on April 18<sup>th</sup> also.

Staff attended the Michigan Mosquito Control Association (MMCA) annual conference in Mt Pleasant, Michigan, on February 3<sup>rd</sup> and 4<sup>th</sup>,. Attendance at conferences keeps us updated on new technologies and research being done in the field of mosquito control.

Our Comprehensive Community Outreach Program, a requirement of Regulation 637, was accepted by the Michigan Department of Agriculture. In compliance with this requirement, treatment information was sent to city, county, and township officials and advertisements were placed in the Bay City Times.

Our department participated in the Delta College Employment Fair held on February 22, 2005. Presently, we are busy selecting qualified applicants to fill our thirty- three (33) seasonal positions at mosquito control.

Our first training session will be Friday, April 8, 2005 with returning employees being trained in policies and procedures, mosquito biology, map reading, safety procedures, and control material treatments. We also plan to be a part of the annual mosquito identification class, tentatively set for May 25<sup>th</sup> at Saginaw County Mosquito Abatement Commission. This identification course is organized by the Michigan Departments of Agriculture and Community Health.

### **Housing Rehabilitation**

Six housing repair projects are currently being work on with funds from the Community Development Block Grant(CDBG). This money is provided by the Michigan State Housing Development Authority (MSHDA) from grant MSC-2004-0757-HOA . Additionally, our recaptured funds from paid off mortgages and interest is being used to complete more housing rehabilitation. A total of over \$100,000 was recaptured in 2004.

The contract has been signed between the homeowner and contractor to provide a replacement house in Bay County. The homeowner who's house was determined to be cost prohibitive to repair, will have their house replaced with a stick built home. The combination of recaptured county rehabilitation funds and money from Rural Development make this project possible. An occupancy date is anticipated in 90 to 120 days.

## **FINANCE DEPARTMENT**

### **Accounting**

Closing the F/Y 2004 books for audit.

Cash handling audit at Environmental Health.

Prepared GASB asset add/disposal reports.

Housing software analysis continued.

Worked with Emergency Services to find a solution to tagging assets that are purchased by Bay County and passed on to other municipalities.

Received for the fifteenth consecutive year, the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the County's fiscal year 2003 Comprehensive Annual Financial Report..

Met with various administrative staff and Fred Todd of 21<sup>st</sup> Century Public Consultants to discuss a course of action to replace the County's accounting, payroll, and purchasing software packages over the next 2-3 years.

Interviewed applicants for vacant part-time secretarial position.

### **Health/Fiscal**

The health/fiscal division was eliminated from the 2005 budget. The home health program closed in March 2005. Fiscal supervisor Vickie Pratt retired under the early retirement incentive in 2004, but continued to work temporarily through mid-December. Louis Long took over the accounting duties. Vickie was called back at the end of March to assist in the closing and reconciliation of the Health Department's accounts receivable and general ledger and to assist in compilation of information for the 2004 County audit and required information for the 2004/05 cost study reports.

Reclassified revenues received from home health program to the new personal care program in the Division on Aging fund.

Assisted in the set up of the Personal Care and Respite Programs in the Division on Aging fund.

### **Purchasing**

- **RFP's/RFQ's opened:** HUD Software, Dive Equipment

- **Drafted:** Arcade bid, Janitorial Supply, Autopsy Site, Generator, Drain Trucks, Water Treatment Plant security upgrade, Assigned Counsel, DOA Van, Tax Reversion Agent, Family Therapy,
- **RFP's/RFQ's under review:** None at this time
- **Bids Awarded:** HUD Software, Dive Equipment
- 2005 bid schedule Prepared
- Still working with LDMI on billing problem issues since conversion from CMC.

## **Payroll/Benefits**

### **Payroll**

We concentrated on year-end activities (journal entries, tax reporting, various government reports)

Implemented 2% pay increase for all employees of bargaining units with settled contracts, non-represented full-time employees and elected officials.

W-2's (773) were distributed to current and former employees on January 28.

1099-MISC's (181) and 1099-R's (3) were mailed prior to January 31.

Prior year's vacation checks were distributed on February 25 to 53 employees, totaling \$53,484.79.

The various employee leave balances (personal, sick, vacation, compensatory time) for 1/1/05 were reviewed throughout the month of January and the first part of February with correct balances being posted to employee accounts on February 25.

Worked with Kim Priessnitz re: analysis of County savings and number of positions eliminated from BCAMPS and USWA as a result of the early retirement incentive.

Met with Kim Mead and Leanne Lindenberg to discuss Circuit Court Administrative Order relative to benefit changes for non-represented employees.

Met with various administrative staff and Fred Todd of 21<sup>st</sup> Century Public Consultants to discuss a course of action to replace the County's accounting, payroll, and purchasing software packages over the next 2-3 years.

## **Health Insurance**

Part-time Account Clerk position was approved. Jan O'Leary was awarded that position in late January.

## **Voluntary Employees' Beneficiary Association (V.E.B.A.)**

The election of officers was conducted at the January meeting. Mr. Tim Heil was elected Chairperson and Mr. Rick Dryzga was elected Vice-Chairperson. Commissioner Brian Elder, Road Commissioner Michael Studders and FIA Board Member Rick Dryzga are new members on the Board.

## **Retirement**

Danean Wright and Mike Regulski attended a seminar in Ann Arbor on Retirement Benefits' Funding, Plan Design and Legislation.

The election of officers was conducted at the January meeting. Mr. Tim Heil was elected Chairperson and Mr. Rick Dryzga was elected Vice-Chairperson. Commissioner Brian Elder, Road Commissioner Michael Studders and FIA Board Member Rick Dryzga are new members on the Board.

Danean Wright mailed first notices to former employees entitled to a refund of contributions as a result of the 420 transfer. Received and processed 6 responses out of 20 sent.

Danean Wright, Sue Gansser & Mike Regulski participated in a conference call with Cathy Nagy of Gabriel, Roeder, Smith to discuss her report to change the assumptions used in the calculation of optional forms of pensions.

Conducted an informational seminar for Public Health Nurses eligible to retire under the early retirement incentive. Five employees out of 6 made application to retire under the incentive.

Small Cap Growth Manager Batterymarch was funded in March with \$10,000,000

Processed 3 plan-to-plan transfer requests for employees purchasing retirement service credit with either 401k or 457 funds.

## **401K**

Submitted required participant census information to Nationwide. In addition to the general group, information was collected from the 4 outside employer groups; Road Commission, Library, DWS, Bay Medical Care Facility.

## **Miscellaneous**

Staff took on all duties of Finance Department Secretary who was laid-off the first week in February.

## **Budget Department**

The year-end closing process was the primary focus of the budget department in the first quarter of 2005. The accounts payable process is doubled during that period since most vouchers processed in January and February need to be charged against the prior year's budget, and therefore, are entered both in 2005 against the payables, and in 2004 against the budgets. In addition, all grants were closed and reported for the quarter ending December 31, 2004, using the modified accrual method of accounting.

Also included in year-end work this year was some analysis for General Fund revenues, accounts payable vendor reconcilements and encumbrance accounting; as well as analysis of reserved and designated fund balances. In addition, because of the new fiscal strategy for 2005 the budget department is trying to monitor the budgets closely with each Department Head.

Worked on publishing the F/Y 2005 budget book.

## **HEALTH DEPARTMENT**

**The Health Department recently received notice that the Michigan Local Public Health Accreditation Program has recommended Accreditation with Commendation status based on the Department's Accreditation survey. CONGRATULATIONS to staff for a job well done!**

The following items represent noteworthy quarterly activities at the Health Department:

### **Administration**

Marilyn Laurus, R.N., was hired as the new Maternal Child Services Manager. Marilyn comes to the Health Department with many years of Public Health experience, including experience at Bay County Health Department. Marilyn will oversee the following programs: WIC, CSHCS, MSS/ISS, and Early-On.

Joel Strasz was hired as the new Public Health Services Manager. Joel has many years of experience in Community and Public Health, including experience at Bay County Health Department. Joel will oversee the following programs: Environmental Health, Lab, Immunization, Family Planning, and Communicable Disease.



## **Animal Control**

During the first quarter of this year, officers have responded to 842 complaints of which 72 were bite cases. Unfortunately, due to budget restraints, Animal Control lost one full time officer, so these complaints have been handled by our remaining three officers since January 1, 2005.

A total of 877 animals have been impounded or received at the shelter: 445 cats, 408 dogs, and 24 others. Of these animals, 61 cats, 108 dogs and 7 other species were adopted to new families and 112 animals have been claimed by their owners. Unfortunately, it has been necessary to euthanize 589 animals during the first quarter.

On April 19, 2005, we will celebrate our one year anniversary in the new shelter.

The Desirable Dog Workshop is still popular with Bay County residents. The program meets the second Saturday of each month and is held in the Education Room of the shelter.

## **Environmental Health**

The position of Secretary I was recently filled. We welcome Wanda Willford as our newest member of the team.

All of the Environmental Health Sanitarians recently attended the Michigan Environmental Health Association Annual Conference. Dan Dicks and Joel Kwiatkowski attended the Michigan Mercury Spill Response training sponsored by grant funding provided by General Motors Corporation.

## **Emergency Preparedness**

**The Emergency Preparedness Coordinator participated in the following activities:**

### **JANUARY**

- Participated in a Health & Safety Fair at Head Start
- Attended the Food borne Investigation, Response, & Surveillance Training (F.I.R.S.T.) in Lansing sponsored by MDCH\*

### **FEBRUARY**

- Attended CERT (Community Emergency Response Team) Meeting
- Attended MDCH OPHP\* Joint EPC\*, SNS\* & BT Coordinators' Meeting in Big Rapids

### **MARCH**

- Staff were fit-tested for their full-face respirators at the Bay City Fire Department and were fit-tested for their P-100 respirators by Marilyn Laurus at the BCHD
- Attended the Region 3 Bioterrorism Defense Network Communicable Disease Conference in Saginaw
- Attended a satellite broadcast about NIMS (National Incident Management System)

In addition to the above, Melissa also attended regular monthly meetings of the Region 3 Bioterrorism Defense Network Advisory Committee and she participated in mandatory teleconferences with MDCH OPHP.

In addition, meetings and events leading up to the June 1<sup>st</sup>, Smallpox Clinic Exercise were held in collaboration with Bay County Emergency Services as well as partnering emergency response agencies.

#### **Glossary:**

MDCH: Michigan Department of Community Health

OPHP: Office of Public Health Preparedness

EPC: Emergency Preparedness Coordinator

SNS: Strategic National Stockpile

#### **Immunization**

Twelve VFC office visits were completed by the Immunization Nurse; all twelve offices passed the MDCH criteria.

A new VFC provider office was certified in the Pinconning area and will soon be giving VFC Vaccines to the uninsured, underinsured and Medicaid populations in this area.

Thirteen VFC Providers (including Bay Regional Medical Center) were recertified in this quarter.

The Immunization Clinic has a new clerical person, Rose Krzyminski working with the Schools and Day Care programs.

The Immunization Clinic passed the MDCH VFC Provider office visit and was recertified for 2004-2005. Vaccine coverage for the 2 year old population is at 84%, which is among the highest in our region.

The Immunization Clinic is already gearing up for the 2005-2006 flu season with vaccines being ordered the first part of April.

#### **Division on Aging**

Two thermostats were installed at the Canteen Building to help regulate/improve the comfort level in the building during the winter months. The front door latch was repaired to keep it from flying open during windy days. A special celebration was held at the Canteen for Martin Luther King, Jr., Day and the Rev. Seth Doyle was the speaker for the day.

Volunteer tax clinics started Thursday afternoons at Riverside Center in February and will continue through April 14. This year, the Division on Aging clinic is partnering with the Retired Senior and Volunteer Program (RSVP) to allow electronic filing of senior returns. The volunteers are collaborating to use the software to e-file the return, which will prompt a quicker mailing of the tax rebate.

Division on Aging worked with Bay City Players to host a dinner theater program, Forever Plaid, on January 13, which was attended by 196 seniors. On March 16, Division on Aging and Central High School presented a dinner theater program, The Wizard of Oz, which was attended by 78 individuals.

Twenty (20) seniors enrolled in a six-week weight training class held in February and March. Plans are underway for a spring session starting in April. This program will be featured in a future write-up in the Area Agency's magazine, Michigan Generations.

The Home Health Aides, Respite Care Workers, and other key staff from the Home Health Program were moved to Division on Aging offices in the County Building in

March. Staff from Information Systems and Buildings and Grounds helped with the move, telephone transfers, and hook-up of computers for Personal Care staff. Forms have been updated to reflect Personal Care and Respite Care services. All clients have been reevaluated to determine the hourly fee for Personal Care services and the cost-share amount for Respite Care services. Plans are underway for the billings for March services to be produced in April from Division on Aging's software program.

Several meetings were held to address the need for software upgrades before June 2006. This issue is still pending.

Memorial contributions were received to benefit Riverside Center from families and friends of two seniors who were active participants there.

A "Rewards" program was sponsored at the Senior Dining Centers to encourage attendance during the winter months. The Centers and routes were closed two days this past winter due to snow and bad road conditions.

### **Children's Special Health Care Services (CSHCS)**

On March 10, 2005, Judy McGee, Marilyn Laurus, and Mary Jo Wolcott attended the MDCH teleconference for CSHCS MHP (Medicaid Health Plan) Transition Training.

### **Maternal and Infant Support Services Program (MSS/ISS)**

Mary Jo Wolcott, R.N., was hired as the Maternal/Infant Support Services nurse. Mary Jo has worked for many years at the Health Department, primarily in the Home Health Division. Mary Jo will also serve as the Lead Program Nurse and manage CSHCS cases.

Jennifer Don, Social Worker, attended an in-service titled, "Postpartum Depression", sponsored by Bay Arenac Behavioral Health and Bay Regional Medical Center.

### **Early On**

Susan Guc, R.N. was hired as the Early On Program nurse. Susan has worked for many years at the Health Department. Her past experience includes MSS/ISS and Home Health.

### **WIC**

WIC funding allocation per participant was increased from \$106.00 per participant to \$113.00 for 2005. In the past, clinics with an increased number of high-risk clients received more money per client. By 2006, all WIC Clinics will receive an equitable allocation of \$115.00 per client.

The State WIC office will again supply breast pumps for Bay County. Distribution is based on individual need and determined by WIC lactation counselors. WIC will receive hand pumps, personal pumps, and attachment kits for electric pumps.

Population who Received WIC in 2004:

- In Michigan, 222,077 individuals were serviced by WIC.
  - o 54,669 women
  - o 55,053 infants
  - o 120,921 children
  - o 2,706 migrants

Nutrition education is one criteria that all WIC clients must meet when receiving WIC services. Participants can now access the internet and review educational modules at home or in the WIC clinic. This makes it much easier on families who are working or have time constraints.

### **Family Planning**

Sue Montei is a member of the MDCH Medical Advisory board.

Sue Montei and Eunice Wilson attended the Family Planning Update Committee Teleconference on January 7, February 4 and March 4.

## **Agency-wide Training**

Designated staff attended the CPR for the Professional Rescuer refresher course at American Red Cross. The course was offered in late February and early March.

## **MSU EXTENSION**

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

**Agriculture and Natural Resources** – Provided pesticide applicator education review to give applicators the knowledge needed to take and pass the state pesticide certification test. The educational session had 35 participants.

Provided a educational meeting for livestock producers to understand the laws and regulations that they must comply with in order for them to keep producing livestock. The meeting had 10 participants.

Hosted a pesticide and nutrient management update for all crop farms to help producers learn and understand the new herbicide programs and fertilizer recommendations for this year. This program also is a way for pesticide applicators to obtain their re certification credits toward the renewal of their pesticide licence. The update had 100 participants.

Held a soil and health workshop to help producers understand the importance of soil organic matter and how to overcome soil compaction and low yields. The meeting also gave re certification credits toward the producers pesticide licence and there were 55 participants.

The Master Gardener volunteer program coordinator completed another Master Gardener volunteer core curriculum class in the first quarter, with 17 trainees participating in the 12-week class. The Master Gardener volunteer program coordinator attended a MG coordinator meeting on campus, worked on the new MG Web-based volunteer database, in addition to working with horticulture questions in the office and the Bay County Master Gardener Association's newly elected officers in the first quarter. Also in the first quarter, the MG volunteer program coordinator planned a recognition banquet for MG volunteers, which includes securing in a local, well-known educational speaker. MG's will receive certification and re-certification acknowledgments at this banquet to be held in the next quarter.

**Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative** – Building Strong Families Program: This quarter there were 59 home visits conducted delivering the parenting program. At the YWCA this program was held for four evenings with family group sessions for four parents attending the Family Enrichment Program.

Family Nutrition Program: There were a total of 43 home visits delivering the nutrition program. At the YWCA, this program was delivered for four evenings with family group sessions for 4 parents attending the Family Enrichment Program. There was one schools presentation in Auburn with 11 grade school students. With Head Start there was eight classrooms were four presentations were held in each room. There were total 333 preschoolers reached with nutrition education. With senior meal sites there were three nutrition presentations with 86 seniors present.

Breast Feeding Initiatives Program: A total of 84 contacts were made between home visits and office WIC/hospital visits.

Better Kid Care Program: Two 36-hour training sessions were held this quarter. There were 12 participants with the first session and seven with the second session. Three of the participants have sent in their paper work to Lansing to become a license day care home. A CPR re-certification class with CPR was held for 7 past participants who have open their license day care home.

**Children, Youth, and Family Programs: 4-H Youth Programs** – The 2005 Youth Awards Banquet was a great experience for parents, leaders and youth. Delicia Newman and Rosemary Adamczyk were highlighted at this year's banquet for winning the I Dare You Leadership Award. They were honored in the Bay City Times with an article by Rob Clark. Cathy Sharrow, head of the Crafts & Critters 4-H Club, and Mary Jo Brandt, leader of the Bay County Shooting Stars 4-H Club, were named 4-H Leaders of the Year at the 2005 Leader Banquet. Both leaders were also featured in the Bay City Times. The Bay County 4-H Livestock Association held a spaghetti dinner in February which raised over \$3000. The funds will go toward livestock barn improvements. The 4-H program is gearing up for warmer weather and summer activities. The Horsemanship for Handicappers Program will be starting April 20 and will continue through June 1. We have a full class again this year with 25 youth riding. The Bay County 4-H Horse Advisory Council is holding their first horse show called "The Shaggy Spring Fling" on April 30. A Family Camping Weekend is planned for June in Sterling, MI. This trip is sponsored by the Bay County 4-H Advisory Council. This is a great opportunity for 4-H families to get together. Youth will have the opportunity to participate in several educational programs which will focus on the outdoors.

## **OFFICE OF CRIMINAL DEFENSE**

During this quarter, the Office through persistent effort was able to represent over 80% of the criminal appointed work in the County. On March 18th and 19th, Jeff Martin, Ken Malkin, Robert Hess, and Mark Janer attended the Advanced Criminal Defense Practice Conference

in Novi, Michigan. Also during this quarter Jason Gower, an extern from Cooley Law School has been working with OCD.

## **PERSONNEL & EMPLOYEE RELATIONS**

Reorganization of the Department of Public Health was completed with new Department Director in place and other key management positions filled.

Act 312 Arbitration between the Bay County Sheriff and Police Officers Labor Council regarding health insurance contributions was completed. The Arbitrator's ruling should be handed down by April 15, 2005.

Act 312 Arbitration between the Bay County Sheriff and Police Officers Labor Council regarding the discipline of a road patrol officer was completed. The Arbitrator's ruling is expected by May 1, 2005.

A backlog of reclassification requests (resulting from the change in Personnel Directors) has been processed and will be presented to the Personnel Committee of the Board at their April meeting.

A review of County practices relating to recent revisions of the Fair Labor Standards Act was conducted with the conclusion being that the County is in compliance with recent revisions in the law.

### **Training Coordinator**

Scheduled and promoted two employee/administration meetings called, "*Coffee with Tom*" in the County Building and the Courts facility. A third will be held at Mosquito Control to reach employees in facilities further away from the county building campus. Approximately, 35 employees attended. Budget challenges were discussed along with any concerns employees brought to the table.

Annual re-certification training was held for employees who volunteer to become trained responders for the automated external defibrillators. Approximately 20 people completed the classes.

Golf Cart Mobility training has been arranged for the golf course staff and will take place in April. This is an effort to increase golf course accessibility for disabled persons.

Released six-question survey to all county employees with the January 18, 2005 paycheck. There was a 44% response rate. Questions were designed to learn the wishes of employees which might lead to improved health and productivity. Surveys were tallied and information used for a presentation to the Personnel Committee and planning and decision making.

Conducted extensive survey research on employee assistance programs from return on investment and productivity data to identifying five providers and interviewed each for quality and cost effective services.

Made a presentation to the Personnel Committee on the value of an employee assistance programs for enhancing employee productivity.

Also, researched and presented information on potential corporate memberships at local fitness facilities.

Researched models of computer accessible supervisory toolkits which could be developed for Bay County. This has led to a management committee which will be dedicated to incorporating all county policies and procedures on an intranet site to be used by supervisors and/or employees.

Updated the new employee orientation power point to accurately reflect staff changes within the county.

## **RECREATION & YOUTH DEVELOPMENT**

### **Juvenile Home**

Shortly after the first of the year, the juvenile home welcomed Tom Potocki aboard from Animal Control. The census for both secure detention and the new substance abuse program has remained at a higher rate of utilization than last year. The Board of Commissioners authorized the continuation of the secure substance abuse program for another quarter through June 2005. We will continue to monitor and evaluate the program. The facility also had its interim licensing evaluation during the quarter and a renewal license was recommended.

## **RECREATION DEPARTMENT**

During the first quarter we finalized many of our plans for summer time activities. The Board of Commissioners is considering our request for seasonal personnel. We also have requested authorization to operate the community center summer recreation program and to contract with the Bay City Public Schools and Boys and Girls Club. We expect our summer youth recreation program to remain very similar to previous years. In an effort to conserve general fund revenues we have carefully evaluated the swimming pool operation. Generally speaking the pool is not heavily used on weekends. Therefore, we have recommended closing on Sundays and reducing our weekday hours slightly. We believe this plan will assure the pool is open for users while we conserve our limited financial resources.



## **Golf Course**

Staff is busy preparing the course for the upcoming season. We plan to open the course in early April weather permitting. The Superintendent and Clubhouse Coordinator are busy making arrangements to have the seasonal personnel returned. Preparations focus on finalizing equipment maintenance, picking up winter debris, and readying the clubhouse and restroom areas. Revised policies and procedures and plans for staff training are also a key focus. We are working on a new business plan for the snack shop and food services area. Our goal is to improve the financial performance of the snack shop and strengthen our internal controls. We are also very pleased to have Brad Lynch as our Clubhouse Coordinator. Brad has extensive experience working for us in previous positions and working at other courses. He has been busy making advanced arrangements with our many golf leagues, prospective outing organizers and high school golf teams.

## **Civic Arena**

Our first annual January Freeze hockey tournament was extremely successful with over 30 teams attending. We attracted a wide variety of teams from around the state including southeast Michigan and the Upper Peninsula. Every March we hold two (2) Puck O the Irish youth hockey tournaments. For 2005 both were very successful with over 30 teams the first weekend and about 20 the second weekend. Again, both of these tournaments attract teams from around the State some as far away as Escanaba. We also hosted the Michigan High School Hockey quarterfinal games with teams from Marquette, Clarkston, and Traverse City. Working cooperatively with the Bay County Hockey Association the arena staff is hosting a new Midget/High School Spring league. We expect to roster about 6 teams for this new program. Plans for the spring Adult League, our Learn to Skate and Learn to Play programs are also well underway. Lastly, the arena hosted the Second Annual Red Ribbon Lock In. This event for youth from all Bay area high schools included skating activities, movies, and a variety of educational drug free activities.

## **Community Corrections**

Bay County has submitted the mid-year report to the Office of Community Corrections/Michigan Department of Corrections in March 2005. Bay County's overall prison commitment rate for 2004 was reported at 21.3%. The state average is 20.3%. Bay County has utilized \$390,500 of grant funds to provide residential and outpatient substance abuse treatment, drug testing and monitoring, probation residential services and community service work opportunities to structure sentences for offenders in lieu of prison. Bay County has also utilized the County Jail Reimbursement Program. Through this program Bay County has collected approximately \$170,000 through 2004 by diverting felons from prison and housing them in the Bay County Jail. Upon release from jail these offenders will adhere to probation conditions that include programming that would decrease risk factors for recidivism.

Bay County has been experiencing jail overcrowding forcing the Courts to release sentenced inmates from their jail sentence early to alternate programming. The Community Corrections

Advisory Board is currently developing a program to divert pre-trial offenders from jail to allow bed space for more serious sentenced offenders. Bay County continues to utilize the Sheriff Work Program to allow inmates to provide community service and receive a day off their jail sentence for every three days worked.

The Bay County Community Corrections Board anticipates applying for funds for the 2006 Grant year by May 31, 2005.

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